



**West Tennessee Workforce  
Development Board**  
[www.westtennesseecareers.org](http://www.westtennesseecareers.org)

P. O. Box 264  
1527 White Avenue  
Henderson, TN 38340  
Phone: 731-989-0533  
Fax: 731-983-3149

Craig S. Butler  
*Board Chair*

Jimmy Bell  
*Director*

**Local Workforce Development Area 11 Policy Memorandum # 16-01**

**Subject:**

Equipment Request Guidelines

**Purpose:**

The purpose of this memorandum is to issue a policy for the purchase of new equipment that is an allowable and reasonable cost to be used in LWDA-11.

**Instructions:**

Effective immediately, the following procedures will be adhered to when requesting the purchase of new equipment that will be utilized in LWDA-11:

A request (see attached blank equipment request) for any new equipment with a cost greater than \$100 will be sent to Nashville, along with three bids/quotes, for approval before any purchase is made. The following questions will be answered accordingly and sent along with the request:

- 1) Were price quotations completed and provided in order to show cost comparisons with other vendors?
- 2) Please provide justification as to where the equipment will be placed.
- 3) Is the equipment within the request(s) going to be used by the staff, career center resource room, other; please specify?
- 4) What contract(s) will be used to support the purchase of the equipment and is funding adequate?
- 5) Is the equipment replacing current equipment that will be/or has been removed from inventory? If so, please provide a listing of the equipment that has been/ or will be removed (description and tag numbers will suffice).
- 6) If computers are being purchased. What is the current computer/printer replacement policy for your area (# of years recommended before new computers can be replaced)?
- 7) How does the purchase of this equipment fit into the scope of service for the specified contract/program?



A UNITED WAY AGENCY OF WEST TENNESSEE INC. AGENCY

Once letter of approval is received from Nashville, equipment will be ordered. When equipment arrives, a request for tag form (see attached) will be sent to Nashville. When tags are received, they will be placed on equipment items and inventory list will be updated accordingly.

**Contact:**

Questions regarding this policy should be addressed to Jimmy Bell, LWDB-11 Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: [jbelle@swhra.org](mailto:jbelle@swhra.org).

**Attachment:**

LWDA-11 Equipment Request Letter

**Effective Date:** October 1, 2015

**Expiration Date:** Until further notice

**Approved:**

  
\_\_\_\_\_  
Jimmy Bell, LWDA-11 Director



**Workforce Investment Act**

P.O. Box 264 ~ 1527 White Avenue ~ Henderson, Tennessee 38340  
 Telephone: 731-989-0533 ~ Fax: 731-983-3149

Craig S. Butler  
 WIA Board Chair

Mike Smith  
 Executive Director

Date:

Mr. Sterling Van Der Spuy  
 Administrator, Workforces Services Division  
 TN Department of Labor and Workforce Development  
 220 French Landing Drive, 4B  
 Nashville, Tennessee 37243

Dear Mr. Van Der Spuy:

LWDA-11 is requesting permission to purchase the following:

Amount	Equipment Description	Unit Price	Total Cost
<b>Not to Exceed: TOTAL COST</b>			

Please contact me at 731-983-3690, ext. 3115 or by email ([mstone@swhra.org](mailto:mstone@swhra.org)) should you have any questions.

Thank you for your consideration.

Sincerely,

Merita Stone  
 WIOA Monitor

